



**BOARD OF PRISON TERMS**  
**1515 K Street, Suite 600**  
**Sacramento, CA 95814**

**~~EMPLOYMENT WEEKLY~~**

**Job Announcements 2004**

This publication is produced by the CYA Central Office/Classifications & Personnel Services

October 8, 2004

The Board of Prison Terms is an equal opportunity employer. Equal opportunity is afforded to all applicants regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. Selection standards and criteria are available upon request.

*Positions may be filled using the Limited Examination Appointment Program (LEAP) process for the disabled.*

**ASSOCIATE INFORMATION SYSTEMS ANALYST (Pending DPA Approval)**

**(3 Positions)** Board of Prison Terms/Information Technology: Permanent, full time, in-grade, lateral transfer, list, training & development, or reinstatement. Under the general direction of the Chief of Information Technology, Information Technology Unit, the successful candidate will be responsible for the information technology needs of the employees at three (3) or more Decentralized Revocation Units (DRU) located throughout the State. Desirable qualifications: Demonstrated experience in providing Help Desk support; knowledge of personal computer hardware and Microsoft business software; ability to address a variety of challenges in a fast-paced and changing environment; ability to cultivate effective working relationships with others; strong interpersonal skills; awareness of the organization, mission and values of the Board of Prison Terms. Top candidates may be interviewed. Submit app. and résumé to Elva Ledesma, Board of Prison Terms, 1515 K Street, Ste 600, Sacramento, CA 95814, (916) 327-5934, by October 15.

**DEPUTY COMMISSIONER**

**(12 Positions)** Board of Prison Terms/Hearings Division: Permanent, full time, in-grade, lateral transfer, list, or reinstatement. Positions are located within various areas throughout the state. Extensive travel is a condition of employment. Only applicants above the PA III or above the Staff Counsel Range C may apply. Top candidates may be interviewed. Submit app. and résumé to Andrea Lagergren, Board Of Prison Terms, 1515 K Street, Ste 600, Sacramento, CA 95814, (916) 324-1941, by October 15.

**LEGAL ANALYST**

Board of Prison Terms/Legal Division: Permanent, full time, in-grade, lateral transfer, list, training & development, or reinstatement. **If you recently submitted your application for the Legal Analyst vacancy advertised with a FFD: 9/17/04, there is no need to reapply, your application will be considered.** Top candidates may be interviewed. Submit app. and résumé to Angela Hampton, Board of Prison Terms, 1515 K Street, Ste 600, Sacramento, CA 95814, (916) 445-2779, by Oct. 15.

**OFFICE TECHNICIAN (T)**

Board of Prison Terms/Legal Division: Limited Term-12 months, full time, in-grade, lateral transfer, list, or reinstatement. The OT provides general clerical support to professional staff on Valdivia assignments, types correspondence related to the Valdivia Remedial Plan for the Chief Counsel and two (2) Staff Counsels, edits and distributes unit correspondence, maintains chronicle files, and tracks attorney monitoring visits for probable cause hearings. This position will serve as a backup for entering Deputy Commissioner's requests for legal support and opinions into a tracking system and assigning to legal analyst, attorney or supervisor/manager as appropriate. The Office Technician will also maintain logs, faxes, copies, mail, personnel files, travel claims and timesheets for the Valdivia work group as well as answer phones, direct calls and answer questions for the Legal Division. Desirable Qualifications: The ability to communicate effectively, exercise good judgment and work with little supervision is of primary importance. Consistent attendance is required. Top candidates may be interviewed. Submit app. and résumé to Angela Hampton, Board of Prison Terms, 1515 K Street, Ste 600, Sacramento, CA 95814, (916) 445-2779, by October 22.

#### **OFFICE TECHNICIAN (T)**

Board of Prison Terms/Offender Screening Unit: Permanent, full time, in-grade, lateral transfer, list, or reinstatement. Under the supervision of the Staff Services Manager I, the incumbent is responsible for reviewing and processing Mentally Disordered Offender (MDO) packages for certification, which includes a quality review of legal documents. Coordinates the scheduling of probable cause hearings for Sexually Violent Predators (SVP). Hires clinicians, attorneys, and interpreters, as needed, and prepares correspondence. Consults with BPT, Department of Corrections, and Department of Mental Health staff of various levels. Works in MS Access MDO database to produce certification documents and reports. Processes Central Office Calendar decisions for MDO and SVP cases. Works as a team with other Offender Screening Section staff. Provides back-up for other Office Technicians in the Unit. Desirable Qualifications: Knowledge of basic operation of Microsoft Office software, Access and other office equipment. Top candidates may be interviewed. Submit app. and résumé to Yolanda de la Torre, 1515 K Street, Ste 600, Sacramento, CA 95814, (916) 322-9900, by October 22.

#### **OFFICE TECHNICIAN (T)**

Board of Prison Terms/Hearings Division: Limited Term-12 months, full time, in-grade, lateral transfer, list, or reinstatement. Performs secretarial duties for 3 Assistant Chief Deputy Commissioners which includes preparing memos, Hearing Directives and correspondence, provides data entry for programs associated with the Hearings Division. Provides general support for the more complex clerical tasks for the Hearings Division. Maintains personnel and training information for all Deputy Commissioners and field staff and coordinates vehicles. Makes travel arrangements, schedules meetings and performs a wide variety of clerical functions. Assists Training Unit with preparation for various training courses. Desirable Qualifications: Knowledge of Microsoft Word, Excel, Access, and Outlook. Must have effective organizational, communication, and interpersonal skills, and ability to multitask, take initiative, work independently, and maintain confidentiality. Awareness of the organization, and mission and values of the Board of Prison Terms. Top candidates may be interviewed. Submit app. and résumé to Andrea Lagergren, Board Of Prison Terms, 1515 K Street, Ste 600, Sacramento, CA 95814, (916) 324-1941, by October 22.

#### **PAROLE AGENT III**

**(2 Positions)** Board of Prison Terms/Investigations Unit: Permanent, full time, in-grade, lateral transfer, list, or reinstatement. Duties: Under the general supervision of the Chief of Investigations (COI), the Senior Investigator (SI) conducts difficult, sensitive, and comprehensive investigations for the Governor's Office and the BPT, maintains positive liaisons with individuals and agencies involved in the administration of criminal justice, and provides security for BPT staff during public meetings, and as needed on a daily basis. Senior investigators may also be assigned to special project work as needed in a lead or team member capacity. Firearms qualification is a mandatory requirement of the job. Desirable Qualifications: Proficient with Microsoft Windows; well developed oral and written communication skills and strong interpersonal skills; ability and willingness to travel overnight on occasion; awareness of the organization, mission, and values of the Board of Prison Terms; and prior experience conducting investigations. Interview Process: After application screening, a 50-minute written exercise will be scheduled. Successful candidates will be scheduled for an interview. **If you recently submitted your application for the PA III vacancy advertised with a FFD: 9/17/04, there is no need to reapply. Your application will be considered.** Submit app. and résumé to David McAuley, Board of Prison Terms, 1515 K Street, Ste 600, Sacramento, CA 95814, (916) 322-9469, by October 15.

#### **STAFF SERVICES ANALYST**

Board of Prison Terms/Legal Division: Permanent, full time, in-grade, lateral transfer, list, training & development, or reinstatement. Top candidates may be interviewed. Submit app. and résumé to Angela Hampton, Board of Prison Terms, 1515 K Street, Ste 600, Sacramento, CA 95814, (916) 445-2779, by October 15.

**EXAMINATION INFORMATION**  
**(916) 262-1338**

Applications must be filed by the final filing date indicated below. Applications filed by mail must be POSTMARKED by the United States Postal Service by the final filing date. Unless noted on the exam bulletin, applications should be mailed to: Department of the Youth Authority, Personnel Management Services Division, 4241 Williamsborough Drive, Suite 115, Sacramento, CA 95823. Refer to the bulletin for detailed/special information. Questions regarding Youth Authority (YA) examinations may be directed to the Examination Unit, Personnel Management Services Division, (916) 262-1338.

**SENIOR LEGAL ANALYST**

**Final filing date:** November 1, 2004. Departmental promotional for the Board of Prison Terms. Submit application to the Department of the Youth Authority, Selection Services Bureau, 4241 Williamsborough Drive, Ste. 115, Sacramento, CA 95823. If you have any questions, please contact Jackie Burell at (916) 262-2717 or at [jburell@cya.ca.gov](mailto:jburell@cya.ca.gov). **Note:** The Youth Authority is the testing agency for the Board of Prison Terms.